



AFLCMC/WF Air Force Security Assistance and Cooperation (AFSAC) Directorate



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Logistics Applications - Open Document Number Query Tutorial

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U.S. AIR FORCE

Integrity ⬇ Service ⬇ Excellence



Description

Open Requisition Status

- **Three ways to access Open Requisition Status**
 - Open Document Number Query tool
 - Open Requisition Status Report
 - Daily NMCS Report (NMCS = Not Mission Capable Supply)
- **Tools provide basic Supply Management functions over the web to USAF and customers around the world**
- **Tools allow customer to view customized reports on open requisitions**
 - Can view a single requisition
 - Can view all requisitions associated with a particular case and/or line of a case



AFSAC Supply Management - Open Material & Services Tools



- **Open Document Number Query**
 - Research tool for a single requisition
(covered in this Tutorial)
- **Open Material & Services**
 - Reporting tool for all requisitions sorted on a choice of parameters **(see Open Material & Services Tutorial)**
- **Daily NMCS Report**
 - Reporting tool for all requisitions that have been coded NMCS **(see Daily NMCS Report Tutorial)**



AFSAC Online Home Page

<https://afsac.wpafb.af.mil>

AFSAC Online

Apps

Resources

Help

Sign In / Register



Sign In

Sign In

Register for an Account

Reset Password

U.S. Air Force photo by Staff Sgt. Nick Wilson

AFSAC Online

Supporting Worldwide Partnerships

The AFSAC Online tools are accessed through the AFSAC Online website using any Internet connection.

--DSL or high-speed internet connection recommended.





AFSAC Online Feedback/Technical Assistance

AFSAC Online

Apps Resources Help Sign In / Register

Briefings

- AFSAC Online Overview
- LOR: LOR Automation CCM
- Logistics: Overview
- Logistics: App Suite
- Financial: Overview
- Financial: CASE Financial Dashboard
- Tech Orders: Tech Order Index
- FLO: MILSTRIP-SAMIS
- FLO: Researching Supply
- FLO: Supply Requisitioning
- FLO: Supply Status

Tutorials

- LOR: LOR Automation Tool
- Logistics: App Suite - Catalog
- Logistics: App Suite - Reqn Hist
- Logistics: Controlled Exception Viewer
- Logistics: Open Doc # Query
- Logistics: Online Req
- Logistics: R/R Cross Ref
- Logistics: Open Daily NMCS
- Logistics: Open Req Status
- SDR: Online Tools Overview
- SDR: Submission Tool
- SDR: Customer Query
- SDR: Monthly Report
- Report.Web

Leave Feedback

Name

Email

Phone

Comments...

Submit Reset

U.S. Air Force photo by Staff Sgt. Nick Wilson

AFSAC Online

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AFSAC
visibility

Leave "Feedback" under the Help area to document questions/comments about AFSAC Online tools.





Open Document Number Query Tutorial

**Use this Tutorial, to learn “How To” use
the Open Document Number Query tool.**



AFSAC Online - Open Document Number Query

AFSAC Online

Apps

Resources

Help

Sign In / Register

PROS

WWRS

LOR

Metrics

Logistics

Open Document Number Query
A01 Requisition Input
Mass Requisition Input
FMS Repair Replace Cross Ref List
Daily NMCS Report
Open Requisition Status
CLSSA Reporting
Controlled Exception Viewer
Applications Suite

Financial

CASE Financial Dashboard
CASE Execution Assessment Tool
Annual Price Change Data
Financial Analysis Tracker
Reimbursable Budget Authority Report

Tech Orders

Tech Order Index
Tech Order Financial Report
ITO Submission
ETODS Download History

SDR

Submission Wizard
Customer Query
Monthly Report

The **Open Document Number Query** tool is listed under the **Apps** Tab in AFSAC Online.

U.S. Air Force photo by Staff Sgt. Nick Wilson

AFSAC Online

Supporting Worldwide Partnerships

AFSAC Online offers a range of business applications providing customers with visibility into their country programs.





AFSAC Online Login - Open Document Number Query



AFSAC Online Login

Password


Username

Password

Enter Password

[Register for an AFSAC Online account.](#)
[Forgot your password?](#)

Log In



- 1. Enter your AFSAC Online ID (User name) and Password to access the Open Document Number Query tool.**
- 2. Then press "Enter" or click "Log In" button.**



AFSAC Online - Open Document Number Query

NOTE: AFSAC Online will limit the International Partner from viewing only their own country's data.

AFSAC Online

Apps

Resources

Help

Log Out

Open Document Number Query

Submit

Reset

1. Enter the Open Document (Control) Number you wish to research in the space provided.
2. Then press "Enter" or Click the "Submit" button.

Country Code has been erased from example.



Interpreting Requisition Data

Open Document Number Query

D 24531680792

Submit

Reset

Document Number	D 24531680792
Case/Line	QAJ/001
Stock Number	5995015009654BA

Current Quantity	1
Shipped Quantity	0
Outstanding Quantity	1
Current Status	BB
Estimated Shipping Date	03/30/2014
Current Unit Price	\$3,491.00
Current Requisition Value	\$3,491.00
Priority	06
NMCS	No
Programmed	
Follow Up Point	F77
Project Code	

- **Document Number** - Unique number assigned to the requisition. Make sure that this number matches the number you are researching.
- **Case/Line** - Unique number assigned to the Letter of Offer and Acceptance (LOA) that this requisition was ordered against. Make sure they match the case and line you are researching.

Country Code has been erased from example.

Number - Unique for the item that



Interpreting Requisition Data

Open Document Number Query

D 24531680792

Submit

Reset

Document Number	D 24531680792
Case/Line	QAJ/001
Stock Number	5995015009654BA
Current Quantity	1
Shipped Quantity	0
Outstanding Quantity	1
Current Status	BB
Estimated Shipping Date	03/30/2014
Current Unit Price	\$3,491.00
Current Requisition Value	\$3,491.00
Priority	06
NMCS	No
Programmed	
Follow Up Point	F77
Project Code	

- **Current Quantity** - How many was ordered.
- **Shipped Quantity** - How many have been shipped. This number may not match the "Current Quantity" depending on whether or not there has been a partial shipment.
- **Outstanding Quantity** - How many are left to be shipped.

Country Code has been erased from example.



Interpreting Requisition Data

Open Document Number Query

D 24531680792

Submit

Reset

Document Number	D 24531680792
Case/Line	QA/J/001
Stock Number	5995015009654BA
Current Quantity	1
Shipped Quantity	0
Outstanding Quantity	1
Current Status	BB
Estimated Shipping Date	03/30/2014
Current Unit Price	\$3,491.00
Current Requisition Value	\$3,491.00
Priority	06
NMCS	No
Programmed	
Follow Up Point	F77
Project Code	

- **Current Status** - Indicates the current status of this requisition. Refer to Status Code definitions for more information.
- **Estimated Shipping Date** - The date when the item is estimated to be shipped.
- **Current Unit Price** - Price of the item being requisitioned.
- **Current Requisition Value** - Price times requisition

Country Code has been erased from example.



Interpreting Requisition Data

Open Document Number Query

D 24531680792

Submit

Reset

Document Number	D 24531680792
Case/Line	QA/J/001
Stock Number	5995015009654BA
Current Quantity	1
Shipped Quantity	0
Outstanding Quantity	1
Current Status	BB
Estimated Shipping Date	03/30/2014
Current Unit Price	\$3,491.00
Current Requisition Value	\$3,491.00
Priority	06
NMCS	No
Programmed	
Follow Up Point	F77
Project Code	

- **Priority** - Urgency of need assigned to the requisition.
- **NMCS** - Not Mission Capable Supply (YES or NO) - Highest priority assigned within a priority level.
- **Programmed** - (YES or NO) - Indicates whether or not this item is on the CLSSA programmed list.
- **Follow Up Point** - Source of supply responsible for filling the requisition.
- **Project Code** - Special code assigned to requisition.

Country Code has been erased from



Re-Query New Document

Open Document Number Query

D 24531680792

Submit

Reset

Document Number	D 24531680792
Case/Line	QA/J/001
Stock Number	5995015009654BA
Current Quantity	1
Shipped Quantity	0
Outstanding Quantity	1
Current Status	BB
Estimated Shipping Date	03/30/2014
Current Unit Price	\$3,491.00
Current Requisition Value	\$3,491.00
Priority	06
NMCS	No
Programmed	
Follow Up Point	F77
Project Code	

Click on the “Reset” link to start a search on another Open Document.

Country Code has been erased from example.



AFSAC Online - Open Document Number Query



AFSAC Online

Apps

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Help

Log Out

Open Document Number Query

Submit

Reset

1. Enter the **Next** Open Document Number you wish to research in the space provided.
2. Then press "Enter" or Click the "Submit" button.

Country Code has been erased from example.



Practice

Now it is your turn:

- Use your own AFSAC Online user ID and password, and practice displaying the data for Open Document Number requisitions.